



Government of Goa

DIRECTORATE OF HIGHER EDUCATION

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File No. DHE/AIMC/ADMSN/2024-2025/ 1211

Date: 03/05/2024

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CIRCULAR

Guidelines for Counseling and Preparation of Merit List for Admission
2024-2025

1. From Saturday **8th June 2024**, the colleges can scrutinize the applications and prepare the merit list.
2. The colleges should prepare the merit list by following the state reservation policies for admissions.
3. The applicants with CGPA score in the marksheet, shall be converted into the percentage as per the Goa University ordinance in preparing the final merit list.
4. Programs in which the entrance exams/interview were conducted, should prepare the merit list clearly mentioning the score against the candidates.
5. The merit list should clearly indicate the students allotted under each reservation category.
6. All colleges should submit the soft copy of the merit list to the DHE office on **15th June** by 12.00 noon.
7. All the colleges should strictly declare the merit list on their respective college website on **Tuesday 18th June 2024**.
8. The colleges may intimate the short-listed applicants through email or telephone after declaring the merit list.
9. The counselling of candidates will start from **Thursday 20th June 2024**.
10. The candidates need to produce original documents (especially Leaving Certificate) at the time of admission.
11. The colleges should counsel the candidates inform in detail the NEP 2020 course structure before confirming the admission.
12. On submitting the valid documents and payment of fees, colleges should update the status of the admitted candidates immediately on the SAMARTH portal.
13. **The colleges shall prepare the Merit list strictly based on the 12th Std passing percentage.**
14. **The colleges shall display the merit list as per the approved strength and also prepare the waiting list of all the remaining candidates to avoid any confusion among the candidates.**
15. The colleges shall do the counseling of the candidates to select the courses (Major, Minor, AEC, SEC, MC, VAC) based on their preferences or availability of the seats.

16. If the candidate wishes to cancel his/her admission, college should return his/her original documents and refund the fees paid as per the latest guidelines issued by the Goa University and update the same immediately on the SAMARTH portal.
17. In case the colleges have seats vacant in the first round of counselling after exhausting all the candidates, the college will have a choice to participate in the second round of admission. The date of the same will be informed later.
18. **Colleges can admit the candidate under management quota (wherever , strictly for the candidate who have already applied online on the SAMARTH portal for the respective college within the online application window period. No separate window will be open for accommodating the candidates who have not applied under the Samarth portal for the respective college. This is due to the technical constraints in the SAMARTH portal.**
19. If the college is participating in the second round of admission, the vacant seats under the reserved category should not be filled by the General category candidates.
20. Once the candidate confirms the seat and admits in any college they will not be able to edit their forms for subsequent round of admission. However, a candidate who has not been admitted in any of the colleges by the end of the first/second round of counselling, will get a chance to edit their application form.
21. The counselling process is a continuous process. As and when the seats are vacant, the colleges can offer admission to the candidates on the waiting list.
22. **Candidate will have only one change to switch the college admission until the last date of admission process.**
23. The colleges should follow fair and transparent practice throughout the admission process.



(Bhushan Savoikar)

Director of Higher Education